

Application in Progress (App in Progress)

App in Progress is used so that a family and participant can be created and added to WISPr when not physically present and proof of address, identity, pregnancy and/or demographic information is not available.

NOTE: Participant will remain in "App" status as long as "App in Progress" is designated as a proof.

Create a New Family

- ❖ Go to: Create a New Family screen
 - Select: App in Progress in proof of address drop-down



Add a Participant

- Go to: Add a Participant screen
 - Check: App in Progress box if demographic information is not available (a)
 - Select: App in Progress in proof of identity drop-down (b)
 - Select: No in physically present drop-down (c)
 - O Select: App in Progress in reason for participant absence drop-down (d)

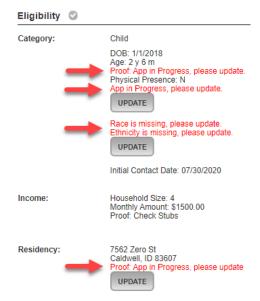




7/2020

Certify Participant

- ❖ When participant is present, and ready for certification
 - O Click: Run Certification Check Run Certification Check
 - O Update: All items that are currently listed as app in progress or missing









This publication was made possible by Grant 207IDID7W1003 from the United States Department of Agriculture. Its contents are solely the responsibility of the Idaho WIC program and do not necessarily represent the official views of the USDA.

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